

PORT HEALTH GOOD PRACTICE GUIDES TRAINING October 2002 Issue 1 / Sheet 1	GUIDE NO. 6	TARGET AUDIENCE Port Health Authorised Officers Elected Members Central Government Departments
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<p>GOOD PRACTICE GUIDES</p> <p>Good Practice Guides assist organisations to assess their current performance in comparison with others and set goals for future improvement. It is better to consolidate all elements at the good practice level rather than to excel in some areas and fail in others, although of course local priorities and individual differences in service provision need to be borne in mind.</p> <p>INTRODUCTION TO THE ISSUE</p> <p>Port Health Authorities protect society against imported threats to public and animal health by applying UK and EU legislation to a range of shipping, import and quayside matters.</p> <p>Operating almost exclusively within the fiercely competitive commercial world of shipping and transport, the authorities seek to provide a quick and efficient service to the shipping community.</p> <p>The Port Health service needs qualified and properly trained authorised officers who are competent, confident, committed and fully equipped to meet the demands placed upon them.</p> <p>(This Guide does not consider the general nature of training and development of staff, which would include the steps of: training needs analysis; developing a training programme; allocating resources to a training programme and evaluation of training for performance impact. Instead this Guide is concerned with the specific requirements of training against the Key Activities set out opposite.)</p> <p>CRITICAL SUCCESS FACTORS</p> <ul style="list-style-type: none"> • Employing authority provision of adequate resources to undertake training tasks • Staff and employing authority commitment to training • Availability and quality of training • Subsequent achievement of high levels of competence and confidence. 	<p>KEY ACTIVITIES</p> <ul style="list-style-type: none"> • Training Port Health Officers and Official Veterinary Surgeons to apply EU veterinary import rules to products of animal origin • Training Port Health Officers to apply UK and EU import rules to non-animal human food products • Training Port Health Officers to apply UK and International health rules to ships and UK Food Hygiene rules to relevant ships and vessels • Training Port Health officers to apply UK Environmental Protection and Food Hygiene rules to quayside matters • Training Port Health Officers to apply UK and EU rules to fresh fish landings and harvested shellfish and the hygiene of fishing vessels. <p>CURRENT ADVICE ON TARGETS</p> <ul style="list-style-type: none"> • Food Standards Agency Framework Agreement and Codes of Practice, including qualification standards • Department for Environment, Food and Rural Affairs Guidance to Official Veterinary Surgeons • EU and UK legislation. <p>POSSIBLE PERFORMANCE MEASURES</p> <ul style="list-style-type: none"> • Evaluation of training needs • Inter Authority Auditing • Peer Review • Resource allocation • Training objectives defined and lead to linked performance improvement • Documented, structured and assessed training provision • Assessment of training effectiveness. <p>REFERENCES</p> <ul style="list-style-type: none"> • DEFRA Guidance on the EU veterinary checks regime • FSA framework agreement and codes of practice • EU and UK legislation.
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Key Activity	Minimum Standard	Good Practice	Better Practice
<p>1 TRAINING PORT HEALTH OFFICERS AND OFFICIAL VETERINARY SURGEONS TO APPLY EU AND EU VETERINARY IMPORT RULES TO PRODUCTS OF ANIMAL ORIGIN</p>	<p>Induction training of qualified authorised officers, to include:</p> <ul style="list-style-type: none"> • Compendium, FSA, DEFRA and EU guidance knowledge, understanding and use. • Customs, import, transit and transshipment procedures. • Scrutiny of shipping documents, including manifests and product arrival identification and risk assessment. • Port procedures. • Documentary, identity and physical checking procedures. • Inspection and sampling techniques. • Principles of certification. • BIP approval requirements. • Issue of notices, court proceedings and the disposal of goods. • Information systems, including ANIMO and rapid alert. • Customer care and health and safety. To be followed by documented, on-going team briefings and work integrated training, to EU, DEFRA and FSA qualification standards, to refresh and to fulfil training needs identified by staff development and to deal with new issues as they arise. 	<ul style="list-style-type: none"> • Minimum Documented inhouse theoretical and practical standard together with documented, authority funded attendance at DEFRA, FSA, CIEH and EU theoretical training events and APHA Imported Food Committee and BIP Liaison Committee meetings, cascaded at documented team briefings. 	<ul style="list-style-type: none"> • Minimum standard and good practice, together with documented, authority funded, structured secondment to major UK and EU ports.
<p>2 TRAINING PORT HEALTH OFFICERS TO APPLY EU AND UK IMPORT RULES TO NON-ANIMAL FOOD PRODUCTS</p>	<p>Documented in-house theoretical and practical induction training of qualified authorised officers, to include:</p> <ul style="list-style-type: none"> • Knowledge and use of legislation and FSA codes of practice. • Customs and import procedures. • Scrutiny of shipping documents, including manifests and product identification and risk assessment. • Port procedures. • Inspection and 	<ul style="list-style-type: none"> • Minimum standard together with documented, authority funded, attendance at FSA and CIEH theoretical and practical training events and APHA Imported Food Committee meetings, cascaded at documented team briefings. 	<ul style="list-style-type: none"> • Minimum standard and good practice together with documented, authority funded, structured secondment to major ports.

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	<p>sampling techniques to codes of practice standards.</p> <ul style="list-style-type: none"> • Issue of notices, court proceedings and the disposal of goods. • Information systems including rapid alert. • Customer care and health and safety. <p>To be followed by documented, on-going team briefings and work integrated training, to FSA qualification standard, to refresh and to fulfil training needs identified by staff development and to deal with new issues as they arise.</p>		
<p>3 TRAINING PORT HEALTH OFFICERS TO APPLY UK AND INTERNATIONAL HEALTH RULES TO SHIPS AND UK FOOD HYGIENE RULES TO RELEVANT SHIPS AND VESSELS</p>	<p>Documented in-house theoretical and practical induction training of qualified authorised officers, to include:</p> <ul style="list-style-type: none"> • Knowledge and use of legislation and international shipping rules and conventions together with FSA codes of practice and information notes. • Familiarisation with ship construction, documentation, crewing, crew duties and responsibilities, catering and water supply arrangements and garbage disposal. • Ship inspection, survey and search techniques including the application of food hygiene HACCP and FSA codes of practice procedures. • Issue of notices and court proceedings. • Fumigation procedures. • Familiarisation with the role, duties and responsibilities of other agencies including customs, MCA, immigration, agent, surveyors. • Customer care and health and safety. 	<ul style="list-style-type: none"> • Minimum standard together with documented, authority funded, attendance at FSA, CIEH theoretical and practical training events together with attendance at APHA Environmental Health Committee and Cruise Liner Liaison Committee meetings, cascaded at documented team briefings. 	<ul style="list-style-type: none"> • Minimum standard and good practice, together with documented, authority funded, structured secondment to major ports, in particular ports handling substantial cruise liner and passenger ferry traffic.

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	<p>To be followed by documented, on-going team briefings and work integrated training, to FSA qualification standard, to refresh and to fulfil training needs identified by staff development and to deal with new issues as they arise.</p>		
<p>4 TRAINING PORT HEALTH OFFICERS TO APPLY UK ENVIRONMENTAL PROTECTION AND FOOD HYGIENE RULES TO QUAYSIDE MATTERS</p>	<p>Documented in-house theoretical and practical induction training of qualified authorised officers, to include:</p> <ul style="list-style-type: none"> • Knowledge and use of legislation and DEFRA and FSA codes of practice and information notes. • Familiarisation with industrial processes and practices. • Inspection and survey techniques. • Process authorisation and nuisance abatement procedures. • Issue of authorisations and notices, court proceedings. • Monitoring techniques. • Customer care and health and safety. <p>To be followed by documented, on-going team briefings and work integrated training, to FSA qualification standard, to refresh and to fulfil training needs identified by staff development and to deal with new issues as they arise.</p>	<ul style="list-style-type: none"> • Minimum standard together with documented, authority funded, attendance at DEFRA and CIEH theoretical training events and APHA Environmental Health Committee meetings, cascaded at documented team briefings. 	<ul style="list-style-type: none"> • Minimum standard and good practice, together with documented, authority funded, structured secondment to selected ports.
<p>5 TRAINING PORT HEALTH OFFICERS TO APPLY UK AND EU RULES TO FRESH FISH LANDINGS AND HARVESTED SHELLFISH AND THE HYGIENE OF FISHING VESSELS</p>	<p>Documented in-house theoretical and practical induction training of qualified authorised officers, to include:</p> <ul style="list-style-type: none"> • Knowledge and use of legislation including FSA codes of practice and information notes. • Familiarisation with fishing vessel construction and working practices. • Familiarisation with fish 	<ul style="list-style-type: none"> • Minimum standard together with documented, authority funded, attendance at FSA and CEFAS theoretical training events and APHA Environmental Health Committee, cascaded at documented team briefings. 	<ul style="list-style-type: none"> • Minimum standard and good practice together with documented, authority funded, structured secondment to selected ports.

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	<p>identification and fishing industry procedures.</p> <ul style="list-style-type: none"> • Inspection and sampling procedures and techniques to CEFAS protocols. • Issue of notices and permits, court proceedings and disposal of goods. • Customer care and health and safety. <p>To be followed by documented, on-going team briefings and work integrated training, to FSA qualification standard, to refresh and to fulfil those training needs identified by staff development and to deal with new issues as they arise.</p>		